

City of Chattanooga, TN
Personnel Class Specification

Class code 0200

FLSA: Non Exempt

**CLASSIFICATION TITLE: ELECTRONICS COMMUNICATIONS
TECHNICIAN**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work associated with the department's technical support unit, to include designing, installing, and maintaining technical surveillance equipment, radio communications systems, electronic systems, and other related equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Police Department Functions

Receives, evaluates, and responds to requests for technical services; reviews requests for surveillance/intelligence to determine equipment needs; prioritizes surveillance activities; prepares administrative reports relating to unit operations.

Installs, troubleshoots, tests, maintains, programs, upgrades, and/or operates a variety of technical surveillance equipment, and electronic equipment, which may include surveillance equipment, weather radar computers, audio systems, video systems, security systems, telephone circuits, satellite receiver systems.

Radio Shop Functions

Installs, troubleshoots, tests, maintains, programs, upgrades, and/or operates a variety of radio communications and electronic equipment, which may include trunking systems, dispatch consoles, radio systems, mobile radios, portable radios, fire alert central dispatch and remote site systems, weather radar computers, audio systems, video systems, antenna systems, mobile data system and terminals, security systems, telephone circuits, repeater systems, satellite receiver systems, controllers, control stations, control modules, transmitters, multiplexers, comparators, and chargers.

Common Functions

Inspects/tests equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Coordinates purchasing and inventory activities; develops and maintains computerized inventory of software, equipment, electronics parts/supplies, and other materials; monitors inventory levels and ensures availability of adequate materials to conduct work activities; researches, evaluates, and makes recommendations regarding purchases of electronic systems and equipment; reviews purchase requisitions and researches products; initiates orders for new/replacement items; receives deliveries of incoming materials.

Designs custom electronic devices as needed; conceives, lays out, and draws schematics and sketches of systems.

Operates a variety of equipment and tools associated with department projects, which may include a utility vehicle, generator, soldering iron, drill, ladder, oscilloscope, gauges, meters, electronic tools, calibration equipment, diagnostic instruments, computer, printer, scanner, and communications service monitor.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data; utilizes word processing, spreadsheet, database, computer-aided design, communications, radio programming, remote control diagnostics, computer operating systems, diagnostic, or other software programs.

Performs various computer operational/troubleshooting tasks, which may include programming computerized systems, testing equipment, creating/researching databases, linking files, upgrading software/hardware, and backing up data.

Performs various repair/maintenance tasks, which may include troubleshooting equipment malfunctions, soldering components, fabricating metal parts, replacing parts, exchanging two-way radio batteries, and installing and connecting wires/cables.

Performs general cleaning/maintenance tasks necessary to keep equipment, tools, and department facilities in operable condition.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Develops and maintains computerized maintenance data collection system.

Prepares or completes various forms, reports, correspondence, invoices, requisitions, inventories, repair histories, programming data, and other documents.

Receives various forms, reports, correspondence, surveillance/intelligence requests, repair tickets, requisitions, specifications, blueprints, schematics, catalogs, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, engineers, police/fire officials, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Coordinates work activities with those of other departments, employees, outside service providers, or other individuals; coordinates implementation of telephone surveillance with telephone engineers; coordinates equipment shutdown or transfer to alternate systems with operating staff as needed.

Provides training and assistance on equipment operations to department staff, city personnel, or other individuals; provides training to officers in use of electronics technology equipment.

Maintains on-call status for response to calls regarding emergency situations, malfunctioning equipment, or other problems.

Maintains an awareness of new equipment, technologies, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general clerical tasks as needed, such as answering telephones and copying documents.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electronics; supplemented by three (3) years previous experience and/or training that includes maintenance/programming of electronic equipment and radio communications systems, and computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid FCC General Radio/Telephone Operator License. Must possess and maintain a valid Tennessee Driver's License. Employees in this position may not incur a felony arrest.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, or climbing of ladders.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2002